

Booking Header

Bookings contain a Header element that is present on all tabs of the booking.

This header contains two rows of data and provides an at a glance view of the critical information of the booking regardless of the tab loaded.

The first row includes # of Guests, Arrival/Departure dates, Room Type, Room Commit and Status.

- **Guests:** Adults/Children/Infants
- **Booking Dates:** To edit dates. Go to the [Edit](#) Tab
- **Room Type:** Assigned Room Type.To change a Room Type or add another Room Type to the same booking. Go to the [Edit Allocations](#) Tab
- **Room:** Assigned Room will display Room name/number: "Multiple" if multiple Rooms are assigned: or, N/A if a Room has not been assigned. Assign a Room under Booking Data|Booking Information or under the [Room Assignment Tab](#).
- **Status:** Status of booking will display here and update after a booking is complete or cancelled. See [Booking Status](#)

The second row contains financial information which is broken down as follows:

- **Projected Inc** – The Projected Income of the booking total Room Rent cost plus taxes.
- **Projected Inc + Charges** – This is the total of Projected Income plus any charges in the folios of the booking.
- **Projected Bal** – This balance of the Projected Income + Charges minus any payments made.
- **Folio Balance** – This is the current balance of the guest folio after any charges and/or payments have been made. Deposits will show as a negative amount since Room Rent is not charged until the guest stay. See [Add Deposits](#)

Booking Data
• Booking Header • Guest Information - Booking • Booking Information - Booking • Reset Guest I.D. • Room List • Booking Action Buttons • Booking and Guest Comments

Booking Header Information Example: In this example, the Projected Balance for Room Rent w/tax is \$420, there are extra charges of \$75 for a total of \$495. The folio balance is \$135 which indicates the balance between payments received and charges posted to the folio. [See Folio](#)

11001 - Leaf Green				
# Guests:1/0/0	Booking for:02-NOV-2014-07-NOV-2014	Room Type:Queen with a view	Room:103	Status:Confirmed
Projected Inc:\$420.00	Projected Inc + Charges:\$495.00	Projected Bal:\$285.00	Folio Bal:\$-135.00	